

Administration of Medication Procedures

- Medication will only be administered by Centre staff if:
 1. It is prescribed by a doctor and has the original label detailing the child's name and required dosage.
 2. The parent/guardian provides the Centre with Medication Authority Form filled in by a doctor.
 3. The parent/guardian has completed and signed an "Authority to Give Medication" form.
 4. The child has had their first dose administered at home 24hrs prior to coming to the Centre (the Centre will not administer the first dose)
- Medication must be given directly to Children's Services Professional (qualified and/or TL) or teacher, and not left in the child's bag or locker.
- Before medication is given to a child, the staff member will verify the correct dosage with another staff member. After giving the medication, the staff member will complete the following details on the "Authority to Give Medication" form – date, time, dosage, medication given, person who administered, person who verified. (See example Authority to Give Medication Form)
- Where medication for treatment of long-term conditions or complaints such as asthma, or epilepsy is required, the Centre will require a letter from the child's medical practitioner or specialist detailing the medical condition of the child, correct dosage as prescribed and how the condition is to be managed.
- If children are receiving medication at home but not at the Centre, the Centre should be advised of the nature of the medication and its purpose and of any possible side effect it may have for the child.

Next Review March 2019